**SG3: Governor Checklist for Safeguarding**

**DEADLINE FOR SUBMISSION: Wednesday 21st October 2020**

*Please complete all blue shaded sections on this form, and return to safeguarding@plymouthcast.org.uk*

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| **School:** |  |
| **Name of Governor completing the SG3 form:** |  |
| **Date:** |  |

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| **Roles and Responsibilities** |
| **Task** | **Timescale** | **Complete** **Yes or No?** | **Action (if applicable)** |
| Confirm a senior member of staff is the designated safeguarding lead for the school and a deputy designated lead is in place | *As necessary* |  |  |  |
| Confirm a member of the governing body (usually the chair) to liaise with the local authority (LA) and/or partner agencies on issues of child protection, or in the event of allegations of abuse made against the head teacher. | *Annually*  |  |  |  |
| Confirm a designated teacher promotes the educational achievement of looked after children (LAC). Ensure this person has appropriate training  | *As necessary*  |  |  |  |
| The governing board have read Part 1 and 2 of KCSIE 2020 | *Annually*  |  |  |  |

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| **Training** |
| **Task** | **Timescale** | **Complete** **Yes or No?** | **Action (if applicable)** |
| Ensure that the designated safeguarding lead has updated his/her child protection training | *Every two years* |  |  |  |
| Ensure that the head teacher and all staff members have child protection training | *In line with advice from your local safeguarding children board (LSCB)* |  |  |  |
| Ensure that at least one person on any appointment panel has undertaken safer recruitment training | *As necessary* |  |  |  |
| Make sure all governing body members have Level 1 safeguarding training | *In line with advice from your LSCB* |  |  |  |
| Make sure the designated safeguarding lead (as a minimum) has Prevent awareness training. Best practice all staff to be trained | *In line with advice from your LSCB* |  |  |  |

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| **Policies and Procedures** |
| **Task** | **Timescale** | **Complete** **Yes or No?** | **Action (if applicable)** |
| Ensure that an effective and up to date child protection policy is in place and available publicly for all staff, volunteers and parents/guardians of the school  | *Review annually*  |  |  |  |
| Ensure that a statement of procedures/policy is in place for dealing with allegations of abuse against staff and volunteers | *Review annually* |  |  |  |
| Ensure there are procedures in place to handle allegations against staff from children | *Review annually* |  |  |  |
| Ensure that a procedure is in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns  | *Review annually* |  |  |  |
| Ensure the CAST Code of Conduct is accessible to all staff and has been read | *Review annually* |  |  |  |
| Ensure written recruitment, selection policies and procedures are in place and accessible | *Review annually* |  |  |  |
| Ensure there are clear procedures in place for protecting children at risk of radicalisation  | *Review annually* |  |  |  |
| Ensure staff are aware that they must report known cases of female genital mutilation (FGM) to the police | *Ongoing* |  |  |  |

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| **Safer Recruitment and Safeguarding** |
| **Task** | **Timescale** | **Complete** **Yes or No?** | **Action (if applicable)** |
| Check that the single central record (SCR) is up-to date with the DSL and there is a log of checks being recorded. | *This is a live document, and so should be updated immediately. Governors could check this termly or when new staff join the school*  |  |  |  |
| Ensure that the school is meeting its duties with respect to the childcare disqualification requirements (early years/primary) | Ongoing |  |  |  |

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| **Teaching and Learning** |
| **Task** | **Timescale** | **Complete** **Yes or No?** | **Action (if applicable)** |
| Consider how children may be taught about safeguarding as part of a broad and balanced curriculum referring to E-Safety curriculum in school and refer to pupil questionnaires based on how they feel in school  | *Reviewed termly*  |  |  |  |